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## ARIZONA OFFICE OF HOMELAND SECURITY

### CHARTER

#### TECHNICAL STANDARDS COMMITTEE (TSC)

**PURPOSE.** This Charter establishes the Arizona Homeland Security Technical Standards Committee; hereafter referred to as the "Committee," and sets forth the requirements for its operation.

**SCOPE AND OBJECTIVES.** The Committee shall act solely in an advisory capacity. The Committee will advise, consult with, and make recommendations to the Director of Arizona's Office of Homeland Security (AOHS) regarding the technical elements associated with implementation of Arizona's State Homeland Security Strategy (SHSS).

**DUTIES.**

- 1) Advise AOHS as directed, in the following areas:
  - a) Technical standards for equipment;
  - b) Technical standards for training;
  - c) Technical aspects related to homeland security plans and operations;
  - d) Other matters when directed.
- 2) As directed by the Director of AOHS, review vendor and other private sector proposals and concepts consistent with state procurement law and regulation. Provide recommendations as appropriate for future consideration by AOHS.
- 3) Develop and implement upon approval by AOHS standard operating guidelines for internal administrative (including record keeping) and housekeeping activities of the committee.

**DURATION.** The Committee will serve at the discretion of the Director, AOHS, subject to written notice otherwise.

**TO WHOM COMMITTEE REPORTS.** The Committee will report to the Director, AOHS.

**MEMBERSHIP.** The Committee shall consist of a total of sixteen members, representing homeland security disciplines from the State of Arizona, to include but not limited to: law enforcement, fire service, public health, information technology, emergency management, agriculture, and public works.

The Director of AOHS will appoint members for three-year terms. Appointments shall be chosen from nominations submitted directly to the Director of AOHS. Reappointments and replacement appointments are authorized through the same nomination process.

The appointment and term of a member may be withdrawn or renewed at the discretion of the Director, AOHS.

**COMMITTEE OFFICERS.** The Director of AOHS will appoint co-chairpersons, one from law enforcement and one from fire service, to oversee the operation and activities of the committee. Pursuant to rules established by the committee (standard operating guidelines), officers shall be appointed to perform functions as outlined in the committee's standard operating guidelines.

**SUBCOMMITTEES.** The committee may create subcommittees to address specific issues. The creation of subcommittees and appointment of persons other than those already serving on the Technical Standards Committee requires approval of the Director of AOHS.

**MEETINGS.** The Committee meets as necessary. Notice of each meeting will be provided to AOHS. Consistent with Arizona law, meetings will not be announced to the public. Members of the public may be invited to file statements with the Committee and, when appropriate, may attend meetings by invitation from the Committee.

A quorum exists when at least two-thirds of the appointed members are present. A quorum must exist for any official action, including voting, to occur. In any situation involving voting, the majority vote of members present shall prevail.

**REPORTS.** The Committee shall provide detailed minutes of each meeting to AOHS. The minutes shall contain a record of the persons present, a complete and accurate description of matters discussed and conclusions reached. Repository for copies of all reports received, directed, issued or approved by the Committee will be the AOHS.

**COSTS.** All members serve without compensation and on a voluntary basis.

**AVAILABILITY OF RECORDS.** All official meeting records, except for classified or law enforcement sensitive documents, shall be made available to the public as required by Arizona law. Written requests for records should be addressed to the AOHS and will be evaluated on an individual basis.

**MODIFICATIONS.** Charter modifications require the approval of the Director of AOHS.

**FILING DATE.** 1 September 2004 is the effective date of this Charter, which will expire three years from this filing date unless sooner terminated or extended by the Director of AOHS.